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TRANSPORTATION REPORTING AND FUNDING

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TRANSPORTATION REPORTING – OVERVIEW

TRANSPORTATION DATA ARE COLLECTED AT YEAR-END ON THE FOLLOWING REPORTS:

Paper Report
- Pupil Transportation Annual Report - Number of nonpublic school students transported to and from school, number of school buses used to transport students, and annual mileage, hours or routes by transportation category.

MARSS
- Minnesota Automated Reporting Student System - Number of public school students transported to and from school during the regular school term.

UFARS
- Uniform Financial Accounting and Reporting Standards - Cost of providing transportation services.

Pupil Transportation Annual Report

Nonpublic students: Number of students transported to and from a nonpublic school within the district. Also, include students transported to and from the border so that a student may attend a nonpublic school in another district. State law requires that school districts provide transportation to the border when there is not an appropriate nonpublic school within the district.

School buses: Types A through D are yellow school buses. Type A is the smallest and Type D is the largest. Type III school buses are cars, station wagons and vans.

Annual Mileage: The district and/or contractor must keep a log on mileage incurred in providing the different types of transportation service. This information will be used to allocate transportation costs among the different categories.

MARSS Report

Districts must report the to-and-from school transportation code of each public school student on the end-of-year MARSS Report (student record). These data are collected for the regular school term only. To-and-from school transportation is defined as the student’s trip to school at the beginning of the school day and the trip home at the end of the school day. The seven possible transportation codes are:

- 00 – Walker or Transportation Field Not Applicable for this Student
- 01 – Regular
- 02 – Excess
- 03 – Disabled
- 04 – Desegregation
- 05 – Ineligible
- 06 – Special Transportation

Schools districts are required to enter on the student record the number and type of the transporting district. The number of students may also be used to allocate costs among the different categories.
UFARS Report

Transportation expenditures are collected by finance dimension. Each finance dimension corresponds to a different type of transportation service. Following is a table that shows the UFARS fund and dimensions associated with the transportation program:

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGANIZATION</th>
<th>PROGRAM</th>
<th>FINANCE</th>
<th>OBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>005</td>
<td>760</td>
<td>711, 713, 714, 315, 716, 717, 718, 719, 720, 721, 723, 725, 726, 728, 733, 737, and 739</td>
<td>100-899</td>
</tr>
</tbody>
</table>

Fund: 01 – General
Organization: 005 – District-Wide
Program: 760 – Pupil Transportation
Finance: 711 – Learning Year – Summer
713 – Open Enrollment Transportation – Outside the District
714 – Transportation to Multi-district Integration/Desegregation Programs
315 – Integration Aid and Levy (Intradistrict Integration Transportation)
716 – Noon Kindergarten Transportation
717 – Late Activities Bus for Public School Pupils
718 – Student Transportation Safety
719 – Traffic Hazards – Walkers
720 – Regular To-and-From School
721 – Regular Summer School
723 – Transportation of Pupils with Disabilities
725 – Between Schools – Public
726 – Nonpublic Nonregular
728 – Special Transportation
733 – Nonauthorized Transportation
737 – Ineligible/Nonresident Pupils
739 – Low Income Families Enrollment Options Transportation Reimbursement
## MARSS Transportation Data Element Values

<table>
<thead>
<tr>
<th>MARSS TRANSPORTATION CODE *</th>
<th>TRANSPORTATION CATEGORY ELIGIBILITY CRITERIA FOR TO-AND-FROM SCHOOL CATEGORIES</th>
<th>REGULAR SCHOOL TERM</th>
</tr>
</thead>
</table>
| 00 WALKERS * OR TRANSPORTATION FIELD DOES NOT APPLY TO THIS STUDENT | ✦ TRANSPORTATION IS NOT PROVIDED WHILE THE STUDENT IS ENROLLED IN THE DISTRICT. ALSO, INCLUDE STUDENTS TRANSFERRED TO AND FROM SCHOOL BUT WHO ARE NOT PART OF THIS REPORTING REQUIREMENT - SUCH AS STUDENTS ENROLLED DURING THE SUMMER MONTHS ONLY. INCLUDE STUDENTS SERVED IN THEIR HOMES.  
✦ INCLUDE STUDENTS WHO WOULD HAVE QUALIFIED UNDER OTHER CATEGORIES BUT WHO HAVE SURRENDERED THEIR BUS RIDING PRIVILEGES FOR THE ENTIRE SCHOOL YEAR. |  
USE "00" FOR STUDENTS WHO HAVE A STATE AID CATEGORY (SAC) OF 16-18 (SHARED TIME – NONPUBLIC) |
| 01 REGULAR * FIN 720 | INCLUDE ALL STUDENTS WHO ARE PROVIDED FREE, DAILY TRANSPORTATION SERVICES  
✦ ELEMENTARY STUDENTS (K-6) WHO LIVE ONE MILE OR MORE FROM SCHOOL. DISTRICTS MAY USE A DAY CARE SITE AS THE HOME OF THE STUDENT AS LONG AS THE DAY CARE SITE IS LOCATED WITHIN THE ATTENDANCE AREA OF THE SCHOOL.  
✦ SECONDARY STUDENTS (7-12) WHO LIVE TWO MILES OR MORE FROM SCHOOL.  
✦ STUDENTS WHO ARE CUSTODIAL PARENTS WHEN TRANSPORTATION IS PROVIDED BETWEEN THE STUDENTS’ HOMES AND CHILD CARE PROVIDERS AND/OR SCHOOLS. THE HOME AND CHILD CARE PROVIDER MUST BE WITHIN THE ATTENDANCE AREA OF THE SCHOOL.  
✦ STUDENTS TRANSPORTED TO LANGUAGE IMMERSION PROGRAMS. |  
IF A REGULAR CATEGORY STUDENT NEVER RIDES THE BUS, ASSIGN MARSS TRANSPORTATION CODE 00 TO THE STUDENT RECORD |
| 02 EXCESS * FIN 720 | INCLUDE ALL STUDENTS WHO ARE PROVIDED FREE, DAILY TRANSPORTATION SERVICES  
✦ SECONDARY STUDENTS (7-12) WHO LIVE ONE MILE OR MORE FROM SCHOOL BUT LESS THAN TWO MILES.  
✦ ELEMENTARY AND SECONDARY STUDENTS (K-12) WHO LIVE LESS THAN ONE MILE FROM SCHOOL AND WHO ARE PROVIDED DAILY TRANSPORTATION SERVICE TO AND FROM SCHOOL BECAUSE OF THE TRAFFIC, DRUG OR CRIME HAZARDS THEY WOULD ENCOUNTER IF THEY WALKED. |  
IF AN EXCESS CATEGORY STUDENT NEVER RIDES THE BUS, ASSIGN MARSS TRANSPORTATION CODE 00 TO THE STUDENT RECORD |
| 03 DISABLED * FIN 723 | INCLUDE ONLY THOSE STUDENTS WHO ACTUALLY RECEIVE SPECIAL TRANSPORTATION SERVICES  
✦ STUDENTS WHO RECEIVE SPECIAL TRANSPORTATION (E.G., SPECIAL ROUTE) OR SPECIAL ACCOMMODATIONS (E.G., AIDE ON REGULAR BUS ROUTE). THERE IS NO MINIMUM ELIGIBILITY DISTANCE FOR STUDENTS WITH DISABILITIES. |  
STUDENTS IN THE DISABLED CATEGORY MUST HAVE A PRIMARY DISABILITY CODE OF GREATER THAN ZERO |
| 04 DESEGREGATION/INTEGRATION * FIN 714 | INCLUDE ALL STUDENTS WHO ARE PROVIDED FREE, DAILY TRANSPORTATION SERVICES  
✦ STUDENTS WHO ATTEND A DESEGREGATION/INTEGRATION PROGRAM LOCATED EITHER WITHIN OR OUTSIDE OF THE DISTRICT. IF THE PROGRAM IS LOCATED WITHIN THE DISTRICT, THE STUDENTS MUST ATTEND SCHOOLS OUTSIDE THEIR NORMAL ATTENDANCE AREA. |  
IF A DESEGREGATION/INTEGRATION CATEGORY STUDENT NEVER RIDES THE BUS, ASSIGN MARSS TRANSPORTATION CODE 00 TO THE STUDENT RECORD |
| 05 INELIGIBLE* FIN 737 | INCLUDE ONLY THOSE STUDENTS WHO ACTUALLY RECEIVE TRANSPORTATION SERVICES  
✦ ELEMENTARY AND SECONDARY STUDENTS WHO LIVE LESS THAN ONE MILE FROM SCHOOL AND WHO WERE TRANSPORTED EVEN THOUGH THEY DID NOT ENCOUNTER ANY HAZARDS. IF THE DISTRICT’S POLICY IS TO ONLY PROVIDE FREE TRANSPORTATION TO STUDENTS IF THEY LIVE TWO MILES OR MORE FROM SCHOOL, INCLUDE ALL STUDENTS WHO LIVE LESS THAN TWO MILES FROM SCHOOL AND WHO PAID A FEE TO RIDE THE BUS. |  
USE "05" FOR STUDENTS WHO HAVE A STATE AID CATEGORY (SAC) OF 15, 20, 21, 25 OR 98 IF THEY RECEIVED TRANSPORTATION SERVICES. IF THESE STUDENTS WERE NOT TRANSPORTED, USE "00." STUDENTS WITH OTHER SAC CODES MAY BE REPORTED IN THIS CATEGORY |
| 06 SPECIAL TRANSPORTATION * FIN 728 | INCLUDE STUDENTS WHO ARE NON-DISABLED BUT RECEIVE SPECIAL TRANSPORTATION  
✦ STUDENTS WHO ARE CONSIDERED HOMELESS, HOMELESS FLAG = Y  
✦ STUDENTS WHO ATTEND CARE AND TREATMENT PROGRAMS, SAC 27 or 28  
✦ STUDENTS WHO HAVE A 504 ACCOMMODATIONS PLAN WHERE SPECIAL TRANSPORTATION IS INCLUDED AS AN ACCOMMODATION, PRIMARY DISABILITY 54 |

* INCLUDE ENROLLMENT OPTIONS STUDENTS (SAC CODES 01, 03, 04 and 11). ELIGIBILITY DISTANCE IS MEASURED FROM THE DISTRICT OR ATTENDANCE AREA BOUNDARY TO THE SCHOOL
STUDENT TRANSPORTATION REPORTING ON MARSS

There has always some confusion as to what transportation services are mandated by state law, how the mandates relate to the reporting of student transportation data on the Minnesota Automated Reporting Student System (MARSS) – the student accounting system, and what student data are used in funding formulas.

On MARSS, we only collect the number of students who are transported to and from school. To and from school transportation is defined as the student’s trip to school at the beginning of the school day and the trip home at the end of the school day. The school day will vary for the different types of students in a school district. The school day could begin in the morning and end in the morning as it does for morning kindergarten students or it could begin in the morning and end in the afternoon as it does for the majority of students. The school day could also begin in the afternoon and end in the evening as it does for some students in alternative programs.

Walkers or Transportation Field Does Not Apply Category

Minnesota Statute, section 123B.88 requires school districts to transport any student who lives two miles or more from school. It has always been a local school district decision on whether to transport students who live less than two miles from school. There is a MARSS Transportation Category of 00 – Walkers or Transportation Field Does Not Apply. Which students walk in a school district will vary from district to district. Some districts follow the state law and will not transport any student until the student lives two miles or more from school. All students living less than two miles from school in these districts would be classified as Walkers. Another district may transport all students who live one mile or more from school. Only students living less than one mile from school will be classified as Walkers. Another district may transport all students who live one mile from school and students who live less than one mile but would encounter some type of hazards if they walked. Very few students in this district may be classified as Walkers. Some districts transport all students regardless of the distance the students live from school. In those districts, there should be no students classified as Walkers.

Another group of students who would be given a 00 Transportation Code include those students who have surrendered their bus riding privileges for the entire school year. Minnesota Statute, section 123B.88, subd. 2, allows parents to surrender their child’s bus riding privileges. Districts can design more efficient school bus routes when they know that students will never ride the bus. Because some parents are reluctant to sign away their child’s bus riding privileges, districts should assure parents that they will be able to change their mind if their child should need transportation services. The district’s policy on this matter could require the parents to give the district two weeks written notice before transportation services would be reinstated.

It is recommended that school boards have a policy on which students will be transported in the district. The policy should also cover how the district measures the distance between the student’s home and the school, the starting point and ending point. There is nothing in state law or rule about how districts must measure the distance. When these issues are clearly defined in the district’s policy, it will lessen the chance of disputes over transportation services and ensure that all students are treated the same.
Regular Category

The next MARSS Transportation Category is 01 – Regular. This is the largest category for most districts in the state. This category includes elementary students who live one mile or more from school and secondary students who live two miles or more from school. Many districts confuse the definition of this category with the mandate to provide transportation. The definitions for the categories are used to calculate transportation funding – they are not mandates to provide transportation service.

It is important to remember that the Regular Category, as well as other categories, requires students to live a certain distance from school. Districts must find a way to measure the distance – perhaps by using maps or by using computerized routing systems. Estimates or using city limit lines to determine eligibility are not acceptable methods of determining the distance a student lives from school.

Excess Category

The Excess Category includes secondary students who live one mile or more from school but less than two miles, and all students who live less than one mile from school and who are transported because of traffic, drug or crime hazards. Districts that have decided not to transport any student until the students live two miles or more from school will not have any students reported in the Excess Category.

There must be some hazard between the student’s home and the school for a student living less than one mile from school before the student can be counted in this category. The local school board determines what conditions would be considered hazardous. Those conditions should be part of the district’s transportation policy. By having the conditions listed in the board policy, it will ensure that all students are treated the same.

There does not have to be a reason for transportation (i.e., hazardous condition) for the secondary students who live one mile or more from school but less than two miles. These students qualify based on their grade level (7-12) and the distance they live from school.

The Regular and Excess public and nonpublic counts are used to calculate a district’s nonpublic transportation aids. In many districts, the Regular and Excess Category students ride to and from school on the same bus routes.

Disabled Category

Students reported in the 03 – Disabled Category must have a disability and must be receiving special education transportation services or special education accommodations that are identified on the student’s IEP. Special education transportation services are defined as transportation provided to a student, who, because of a disability, requires a special route or schedule. Special education accommodations are aides or equipment so that the disabled student can ride the regular bus routes. Without the accommodations, the student would be on a special route. There are many students with disabilities who can ride to and from school on regular bus routes without any special accommodations. Those students are considered 01- Regular Category students as long as they meet the distance requirements for that category.

Districts receive additional funding for the transportation of students with disabilities.
Desegregation Category

Students reported in this category must be attending schools outside their normal attendance area under a desegregation/integration plan. The student counts in this category are used to calculate interdistrict desegregation/integration transportation funding.

Ineligible Category

Students reported in this category are not eligible for transportation services, but the district has decided to provide the service anyway. Students reported in this category could include the transportation of students who live less than one mile from school even though there were no hazards between the students’ homes and the school.

Minnesota Statutes, section 123B.36 allows school districts to charge a fee for to-and-from school transportation services for any student who lives less than two miles from school. However, this section also requires the districts to take into consideration a family’s ability to pay the fee. Many districts have adopted the program eligibility levels determined by the Food and Nutrition program for the free and reduced-price meal program. If a student qualified for a free meal, the student would qualify for a free ride on the school bus. If a student qualified for a reduced-price meal, the student would qualify for reduced fee to ride the school bus.

School districts that have started charging students a fee for transportation must report the fee-paying students in the Ineligible Category. The school board has decided that only students living two miles or more from school would be eligible for free transportation services.

If the school district contracts for school bus service, the school district may decide to have the contractor arrange the transportation service for any student living less than two miles. If the school district is not involved, the contractor and the parents will have to work out fee amounts. The contractor is not bound by the same law as the school district in considering a family’s ability to pay for the transportation services.

Special Transportation Category

Selected students who do not have an IEP or have an IEP that does not require special education transportation adaptations or accommodations may be assigned MARSS Transportation Code 06. Special transportation is transportation that deviates from the normal scheduled transportation routes and is required to transport the students to and from school. They include students who are homeless, students who are attending care and treatment programs, and students who have 504 Accommodation Plans where transportation is listed as an accommodation. If a student is experiencing any of these situations and rides a regular scheduled bus, use MARSS Regular – 01 for coding purposes.
SUMMARY OF STUDENT TRANSPORTATION REPORTING

Minnesota Statutes, Section 123B.92, subdivision 5 defines how school districts report transportation expenditures. The 2013 legislation amended the law to allow a school district that contracts for transportation services to allocate certain transportation expenses based on contract rates under certain circumstances. It also permits districts to report district-owned transportation expenditures based on a cost-per-mile, cost-per-hour, cost-per-route or cost-per-student method. The following is a summary of the law.

Salary and Fringe Benefit Limitations

A school district may include only the salaries and fringe benefits of district employees as authorized transportation expenditures if:

- An employee is designated as the district transportation director,
- An employee is providing direct support to the transportation director, or
- An employee is providing direct transportation services such as a bus driver, mechanic or bus aide.

Salary and fringe benefits of district employees whose primary duties are other than transportation cannot be included in a district’s transportation expenditures. They include:

1. Central office administration (business managers, human resource employees, bookkeepers, etc.)
2. Building administrators (principals, assistant principals, principal secretaries, etc.)
3. Teachers,
4. Social Workers,
5. School Nurses, and
6. Instructional Aides

A district may include a portion of the superintendent’s, business manager’s or other district employee’s salary and fringe benefits if the individual has been designated as the district’s transportation director. If audited, a district must show either a contract or position description where the individual’s transportation duties are outlined. Districts that have a full time transportation manager will not be able to designate any other employee as the transportation director.

The salaries and fringe benefits of district employees who work part-time in transportation (providing direct services to the transportation director) and part-time in other areas may only be included in transportation if there is written documentation such as timesheets or time studies. Examples of these employees could be:

1. An administrative assistant who works half-day in the central office and half-day working for the transportation director.
2. A custodian who drives school bus, and
3. An instructional aide who also works as a bus aide.
Expenditures Not Included in the Allocation Method

Some expenditures will not be included in the allocation method. They include:

1. Capital outlay. The purchase of buses, equipment, etc., must be coded directly to Finance Dimension 733, 302 or 000.
2. Leased buses. If the leased buses are used exclusively for one category of transportation service, then the lease expense must be coded directly to that category. However, if the leased vehicles are used for every category of transportation service, the lease expense must be allocated among all the categories.
3. Student board and lodging. If the student has a disability, the board and lodging cost must be coded directly to Finance Dimension 723, Disabled. If the students attend a regular education programs, the board and lodging cost must be coded directly to Finance Dimension 720, Regular.
4. Crossing guards. The salaries and fringe benefits paid to crossing guards must be coded directly to Finance Dimension 719, Traffic Hazards – Walkers. There may be other acceptable finance dimensions as well. For example, instead of busing students between school buildings during the school day because the schools are very close, a district may hire a crossing guard to assist the students. The salaries and fringe benefits of this employee would be charged directly to Finance Dimension 725, Between Schools – Public, or Finance Dimension 726, Nonpublic Nonregular, depending on the students that were being assisted.
5. Aides on buses. The salaries and fringe benefits paid to aides would be charged directly to the appropriate code. In most cases, aides are hired to assist students with disabilities. In this situation, the salaries and fringe benefits would be coded directly to Finance Dimension 723, Disabled. If the aides ride regular bus routes only, the salaries and fringe benefits would be coded to Finance Dimension 720, Regular.
6. Individual contractors. If a contractor only provides one type of service, then the expenses for the contractor must be charged directly to the appropriate code. For example, a district may contract with a parent to transport a child to a nonpublic school in another school district. (The district is only responsible for reimbursement to the district boundary). Because this is an individual contract, the cost must be coded directly to the proper code (Finance Dimension 720, Regular, in this instance).

Reporting Transportation Expenditures

There are four possible methods of reporting transportation expenditures. Districts that contract for services may allocate based on contract rates or the contract-owned standard allocation method based upon a cost-per-mile, cost-per-hour, cost-per-route or cost-per-student. Districts that use district-owned transportation services may report expenditures based on true rates or district-owned standard allocation method based on a cost-per-mile, cost-per-hour, cost-per-route or a cost-per-student. A district may use a variety of these methods to report transportation expenditures at year-end.

Contractor-owned Transportation Services

School districts that contract for transportation services may allocate their transportation costs either based on contracted rates or the standard cost-per-mile, cost-per-hour, cost-per-route or cost-per-student basis. Transportation services provided by contractor-owned school bus companies incorporated under different names but owned by the same individual or group of individuals must be treated as the same
company for cost allocation purposes.

**Allocation based on contract rates**

A school district that contracts for transportation service may allocate transportation expenses to transportation categories based upon contract rates. Districts may only allocate transportation expense to transportation categories based upon contract rates if contract rates are reasonably consistent on a cost-per-hour, cost-per-mile, cost-per-route, or cost-per-student basis. In order to allocate transportation expense based upon contract rates, a school district, if audited, must be able to demonstrate to the auditor that variances in the application of transportation cost basis rates are appropriate.

**Contract-owned standard cost-per-mile, cost-per-hour, cost-per-route, or cost-per-student basis**

Districts that receive separate bills for different categories of transportation service from a specific contractor must add the bills together and reallocate the expenditures on a cost-per-mile, cost-per-hour, cost-per-route or cost-per-student basis. If further allocation is needed because students from more than one category ride on the same bus run, districts must further allocate the expenditures on a cost-per-student basis.

**District-owned Transportation Services**

School districts may either direct charge district-owned transportation cost or allocate the amount to the transportation categories based on a cost-per-mile, cost-per-hour-cost-per-route, or a cost-per-student basis.

**Direct charge transportation cost**

School districts may charge specific expenses, for example bus drivers’ salaries, fringe benefits and other direct costs directly to the proper transportation category.

**District-owned standard cost-per-mile, cost-per-hour, cost-per-route or cost per-student basis**

School districts may allocate the transportation expenditures among categories on a cost-per-mile, cost-per-hour, cost-per-route or cost-per-student basis.

**Documentation**

The paper Pupil Transportation Annual Report has been modified so that school districts will need to indicate which allocation method they are using.

Cost allocation working papers (either paper or a spreadsheet) must be submitted to MDE at the time of submission of the Pupil Transportation Annual Report. The working papers must show what cost allocation was used and how the cost in each of the categories was determined.

Depending on what allocation method is used, districts will be required to keep documentation of the number of miles, hours, routes or students in each of the categories. In the Financial Accounting for Student Transportation Services handbook, log sheets are available. Districts must be prepared to submit the log sheets.

In addition, employees who work part-time in transportation and part-time in other areas must have
either a timesheets or a time study to document the time spent on transportation.

Questions

If you have questions about transportation expenditure reporting requirements, contact Kelly Wosika or call 651-582-8855. To view the “Financial Accounting for Student Transportation Services,” handbook, please visit the Transportation Resources page on the Minnesota Department of Education website.
TRANSPORTATION FUNDING

Public School Students

Transportation funding is included in the general education formula. The general education basic revenue for FY 2015 and later sets the formula allowance at $5,806 which is 1.5% increase over FY 2014 after adjusting for the change in pupil unit weights and the elimination for the aid subtraction for pension rate changes. Beginning in FY 2015, basic revenue is calculated using adjusted pupil units with the new pupil weights rather than adjusted marginal cost pupil units, and declining enrollment costs are funded through the new declining enrollment revenue formula.

In addition to the basic revenue amount, school districts receive transportation sparsity revenue. Minnesota Statutes, section 126C.10, subds. 17 and 18, provides information on sparsity definitions and the revenue allowance.

Beginning in FY 2015, transportation sparsity revenue was adjusted to account for the removal of marginal cost pupil unit accounting and the new pupil weights. This includes a change in the deduction factor from 4.85% to 4.66% of basic revenue. For example, the transportation portion for the 2014-15 school year is $270.54, 4.66 percent of the $5806 basic revenue amount. Every public school student who generates general education revenue would generate transportation dollars. Districts are not required to spend the transportation portion of the general education revenue on transportation, nor are they limited to that amount.

Districts will find their transportation sparsity amounts on the Department’s Web page: http://education.state.mn.us. Select Data Center/Data Reports and Analytics/Minnesota Funding Reports (MFR) System - select the district and then "View All Available Reports." Select the latest “General Education Revenue" report. Look under "Outline of Report" on the first page to find the section on Transportation Sparsity.

Contact Bob Porter, School Finance, at 651-582-8851 or bob.porter@state.mn.us if you have questions about transportation sparsity.

Nonpublic School Students

There are two different transportation funding formulas for nonpublic school students. One funds to-and-from school transportation services for students classified as regular or excess. This formula uses:

Second prior year average cost per FTE of transporting public and nonpublic regular and excess category students to and from school (UFARS Finance Dimension 720, Regular To and From School).
Times
Current year nonpublic regular and excess category students
Times
An inflation factor.
The nonpublic nonregular formula funds transporting nonpublic school students to: regular education shared time programs (between school buildings); health, guidance and counseling services; and on late activity routes. This formula uses:

Second prior year cost reported in UFARS Finance Dimension 726, Nonpublic Nonregular, Times
An inflation factor

In the nonpublic nonregular formula, a district will provide transportation services for two years before it will receive any funding. If the service is stopped, funding will continue for two years beyond that time.

Districts will find their nonpublic transportation funding amounts on the Department’s Web page: http://education.state.mn.us. Select Data Reports/Data Reports and Anaylics/ Minnesota Funding Reports (MFR) System - select district. Select the latest "Levy Limitation and Certification" report. The nonpublic transportation amount is on the seventh page for 12 Pay 13, but may change location from year to year.

Contact Greg Sogaard, School Finance, at 651-582-8858 or greg.sogaard@state.mn.us for additional information about nonpublic transportation funding.

Special Needs Transportation

The funding for transportation costs for special education students is included in the special education formula.

The special education revenue paid to school districts each year is based on current year expenditures. For example, expenditures in 2014-15 are used to calculate the reimbursement for the 2014-15 school year. Transportation expenditures reported in UFARS Finance Dimension 723, Transportation of Pupils with Disabilities, and UFARS Finance Dimension 728, Special Transportation of Selected Non-Special Education Pupils, are included with other special education costs.

In addition to the regular special education funding, excess special education revenue (state aid) exists so districts can generate extra revenue in any year in which special education costs increase greatly from the base year.

For a school district with no special education transportation costs in the base year, the transportation portion of the special education revenue equals the district’s actual current-year cost for special education transportation.

Minnesota Statutes, section 125A.76 covers the special education formula and Minnesota Statutes, section 125A.79 covers the special education excess revenue (state aid).

Districts will find their special education funding amounts on the Department’s Web page: http://education.state.mn.us. Select Data Center/Data Reports and Analytics/ MFR System - select district select the latest "Special Education Revenue" report.

Contact Mike Landers, School Finance, at 651-582-8810 or mike.landers@state.mn.us for additional information about special education transportation funding.
Interdistrict Desegregation or Integration Transportation

Minnesota Statutes, section 124D.87 provides that districts may receive transportation funding to cover additional costs of transportation to interdistrict desegregation and integration programs. The amount of state funding districts receive for to-and-from school transportation services (basic revenue plus transportation sparsity) for the interdistrict desegregation or integration students is subtracted from the cost for the interdistrict transportation services. The remainder, or additional cost, is funded through this program.

Because this is a reimbursement aid program and because only a few districts are involved, the information has not been posted to the Department’s Web page. Questions about this program should be directed to Greg Sogaard, School Finance, at 651-582-8858 or greg.sogaard@state.mn.us.
TRANSPORTATION OF PUBLIC SCHOOL ENROLLMENT OPTIONS STUDENTS

Minnesota Statutes, section 123B.92. subd. 3, provides that “A district that enrolls nonresident pupils in programs under sections 124D.03, 124D.06, 124D.08, 123A.05 to 123A.08, and 124D.68, must provide authorized transportation to the pupil within the attendance area for the school that the pupil attends at the same level of service that is provided to resident pupils within the attendance area. The resident district need not provide or pay for transportation between the pupil’s residence and the district’s border.”

The programs listed in this statute include:

- Minnesota Statutes, section 124D.03, Enrollment Options /Open Enrollment
- Minnesota Statutes, section 124D.06, Grandfather Clause/40 Acre Law/Previous Enrollment
- Minnesota Statutes, section 124D.08, Nonresident Student Attendance Agreement; Enrollment Choice for 11th and 12th Grade Students
- Minnesota Statutes, section 123A.05 – 123A.08, Area Learning Center
- Minnesota Statutes, section 124D.68, Graduation Incentives Program

Please be aware that all of these programs refer to public school pupils having a choice as to the public school district or program that they wish to attend.

Pupil’s Resident District

Once a public school pupil has decided to participate in one of the Enrollment Options Programs, the pupil’s resident district is relieved of all transportation responsibilities. In addition, the pupil’s resident district cannot be billed for any transportation services from the pupil’s new (enrolling) district. These provisions apply to all public school enrollment options pupils. However there may be situations when disabled students are transported by the enrolling district and excess costs of transportation are billed back to the resident district.

Pupil’s Enrolling District

The enrolling district is required to provide transportation within the attendance area of the school that the pupil attends. If a school district has only one elementary or secondary school, then the attendance area and the school district boundary would be the same.

If a school district has more than one elementary or secondary school, then a school district may develop attendance areas for the schools. The district would only provide free transportation within the attendance area of the school that the pupil attends. If an open enrollment pupil chooses to attend a school on the far side of the enrolling district, the enrollment options pupil would be required to travel across part of the enrolling district in order to arrive at the attendance area boundary of the school that the pupil is attending.

If a school district has a written board policy on the maximum distance a resident pupil can travel to a bus stop, then the policy will apply to enrollment options pupils as well. The distance would be measured from the attendance area boundary to the bus stop location. If a school board does not have a policy on this matter, then an enrollment options pupil may be required to travel up to two miles to a bus stop in the attendance area. Two miles is the distance a pupil without disabilities must live from school before a district must provide transportation. Because the state has determined that more than two miles is too far for a pupil

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to walk to school, it would seem to contradict the intent of the law to require a pupil to travel more than two miles to a bus stop.

**Enrolling District Traveling into the Enrollment Options Pupil’s Resident District**

Minnesota Statutes, section 123B.88, subd. 6, provides that the enrolling district (referred to as the nonresident district in this subdivision) may transport the enrollment options pupil within the pupil’s resident district. This section also provides that “If a nonresident district decides to transport a nonresident pupil within the pupil’s resident district, the nonresident district must notify the pupil’s resident district of its decision, in writing, prior to providing transportation.”

The Department recommends that the written notification be given on an annual basis even though the section does not specifically provide how often the notice must be given. The enrolling district is not required to travel into another district to transport enrollment options pupils and may change this level of transportation service offered from year-to-year. The resident district should be notified annually of the enrolling district’s transportation plans for the upcoming school year.

In addition, even though this provision provides that a district “may” transport a pupil within the pupil’s resident district, there may be instances when a district would be “required” to transport an enrollment options pupil within the pupil’s resident district. If the enrollment options pupil has a disability and the enrolling district listed transportation as a related service on the Individual Education Plan (IEP), the enrolling district would be required to transport the pupil from the pupil’s home to the education site. This interpretation is based on case law.

**Low-Income Pupil Participating in an Open Enrollment Program**

If an open enrollment pupil is from a family with an income at or below the federal poverty levels, the family will qualify for reimbursement from the pupil’s home to the district/attendance area border. The family must make application to the enrolling district. The reimbursement is limited to actual cost or 15 cents per mile - whichever is less. In addition, mileage reimbursement cannot exceed 250 miles per week.

Please be aware that the program for low-income families is only available to public school pupils enrolling in your district under the open enrollment program and the charter school program - Minnesota Statutes, section 124D.03 and Minnesota Statutes, section 124D.10. If a pupil is enrolled in your district under any of the other enrollment options programs, they cannot participate in this reimbursement program.

Districts can now access the forms for this program from our web site – [http://education.state.mn.us/](http://education.state.mn.us/). Click on School Support/School Finance/Transportation/Resources. Select Open Enrollment and Charter School Enrollment Programs. There are three forms and instructions.

**Summary**

Districts are reminded that this only applies to public school pupils participating in an enrollment options programs. These provisions do not apply to pupils attending nonpublic schools in other school districts. Refer to Minnesota Statutes, section 123B.86 for more information on a school district’s responsibility to transport nonpublic school pupils.
TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

Minnesota Statutes, sections 123B.84 through 123B.87, require public school districts to provide transportation within the district for resident students attending nonpublic schools. These sections provide in part that “it is in the public interest to provide equality of treatment in transporting school children of the state who are required to attend elementary and secondary schools pursuant to chapter 120A, so that the health, welfare and safety of such children, while using the public highways of the state, shall be protected.” These laws are known as the “Equal Treatment Laws” or the “Fair Busing Bill.”

The basic premise of this law is that a school district must provide the same level of service for nonpublic school students that they do for public school students. If it is a district’s policy to transport all public elementary students who live one mile or more from their public school, the school district must transport all nonpublic elementary students who live one mile or more from their nonpublic school.

Nonpublic School Located Within the District

An Attorney General’s opinion provides that a public school district has the authority to set attendance areas for nonpublic schools if it establishes attendance areas for its public schools. For example, if there are two Type A nonpublic schools within a district, the public school board may establish an attendance area for each of the schools. If there is only one Type A nonpublic school within a district, the entire district would become the attendance area.

Even though there may be a Type A nonpublic school within a district, a district may assign some nonpublic school students to a Type A nonpublic school located in another district if the attendance of the children at that school “can more safely, economically, or conveniently be provided for by such means.” School districts would only be required to provide transportation to the boundary in this instance.

These laws also provide that “when transportation is provided, manner and method of transportation, control and discipline of school children and any other matter relating thereto shall be within the sole discretion, control and management of the school board.”

This provision allows the public school district to set the starting and ending times for the nonpublic schools, the dates transportation will be provided, bus routes, location of bus stops, etc. In setting the starting and ending times for the nonpublic schools, the public school district must not set times that would deprive the nonpublic school students of the same number of hours of instruction that the district’s public school students receive. In addition, Minnesota Rule, Chapter 3520, requires that a school district meet at least once a year with nonpublic school representatives to discuss attendance areas, safety, economics, conveniences and availability of space for the pupils. Although the final authority on attendance areas, starting times, etc., rests with the public school board, an annual meeting would help to avoid any subsequent disputes.

Nonpublic School Located Outside the District

If there is not an appropriate nonpublic school within the district (i.e., proper religious or other affiliation, grade levels, etc.), the public school district is responsible for transporting the nonpublic school students to the appropriate school district boundary. School districts may do this by transporting the students on district-owned buses, contractor-owned buses, or contracting with the parents for the trip from the home to the border. A district cannot force parents to accept a contract. If the parents cannot or are not willing to provide the service, the district must find another way to transport the students. When transporting students to the border, the district may have to drive beyond the border or stop short of the border in order to
find a safe transfer point. That may mean finding a place for the students to wait indoors or having the bus meet another vehicle. Students should never be left at the boundary without a safe place to wait. The district where the nonpublic school is located is not required to transport nonresident students attending nonpublic schools within its district.

**Timely Mileage Claims**

If parents are transporting their own children, they may be entitled to mileage reimbursement from their resident district. It is very important that the parents contact their resident district before the school year starts (in July) to check on this matter. A public school district has the right to determine the method of transportation. If a parent contacts the district after the school year has started or after the school year is over, the district would not have been given the opportunity to examine the safest and most economical way to transport the children. The district may deny any claims from parents because of the lateness of their request.

Also, parents would not be entitled to any mileage reimbursement if the district is offering transportation but the parents choose to transport their own children, if they choose to send their children to a nonpublic school outside the assigned attendance area, or if they choose to send their children to a nonpublic school in another district when there is an appropriate nonpublic school within the district. Remember, for parents sending their children to a nonpublic school in another district because there is not an appropriate nonpublic school within the district, any mileage reimbursement they may qualify for would be limited to the travel within the resident district (i.e., from their home to the district border).

**Safety Training for Students**

Nonpublic schools must provide school bus safety training for students in grades kindergarten through tenth grade. The age-appropriate training must be given in both the classroom and on the school bus (evacuation drills).

Students in grades kindergarten through six, enrolled during the first or second week of school, must receive school bus safety training by the end of the third week. Students in grades seven through ten must receive school bus safety training by the end of the sixth week of school if they have not received training while in grades kindergarten through sixth. All students who enroll in school after the second week must receive training within four weeks if they have not received training at their previous school.

Districts must provide students in kindergarten through grade three with school bus safety training twice a year. Accident statistics show that students in these grades are more likely to be killed or injured in a school bus accident. It is important that the younger students be reminded about the safety rules.

Also students taking driver’s training instructional classes must receive training in the laws and proper procedures when operating a motor vehicle in the vicinity of a school bus.
The school bus safety training must cover the following concepts:

1) transportation by school bus is a privilege and not a right;
2) district policies for student conduct and school bus safety;
3) appropriate conduct while on the school bus;
4) the danger zones surrounding a school bus;
5) procedures for safely boarding and leaving a school bus;
6) procedures for safe street or road crossing; and
7) school bus evacuation.

Upon request the nonpublic school principal or administrator must certify to the school transportation safety director of the district in which the nonpublic school is located that all students transported by school bus at public expense have received training.

Nonpublic schools may provide kindergarten students with safety training before the first day of school. This may be done during kindergarten roundup or through a safety bulletin directed to parents and guardians.

The nonpublic school administrators should contact the school district in which they are located to obtain a copy of the district’s transportation policy. This policy should explain what behaviors are unacceptable and that may result in students losing their bus riding privileges. A student with a disability may not be denied bus-riding privileges if the student is unable to understand the competencies.

If the nonpublic school provides its own transportation services, there are many regulations regarding school bus drivers and equipment. If you have questions about these requirements, contact Lieutenant Brian Reu, District 4700 Commercial Vehicle Enforcement, 1110 Centre Pointe Curve, Suite 410, Mendota Heights, MN 55120. Lieutenant Reu’s telephone number is 651-405-6047. Nonpublic schools may also contact Duane Bartels at 651-260-2223 with questions on school bus drivers and equipment regulations.
TRANSPORTATION OF CHARTER SCHOOL STUDENTS

Minnesota Statutes, section 124D.10 Subdivision 16 gives charter schools the authority to either provide their own transportation services, or to use the transportation services of the districts in which they are located. There are many transportation issues that charter schools must consider. This handout reviews some of the most important ones.

Selecting a Site

Before signing a lease for a site, the charter school officials should visit with city/county public works staff about whether the site they have selected has a suitable area for a school bus loading and unloading zone. Issues to discuss with the staff include:

- Are school buses allowed to stop on the streets around the site, or must they load and unload in a parking area?
- Will street loading/unloading interfere with rush-hour traffic? If so, what times will be impacted?
- Will businesses or residents in the area ask the city to limit the times and places where buses can load and unload?
- Will the loading and unloading block access to alleys or other private drives?
- Will signs need to be installed to alert motorists and others that there is bus loading/unloading area on the street?
- Is there an area for buses to stack up – waiting to either load or unload?

Visiting with city/county officials while the site is being considered may help charter schools avoid any issues that may arise after a lease is signed. Charter school staff should also ask the transportation staff of the district to review the site to determine if there are other safety concerns that need to be addressed.

District-Provided Transportation

Charter schools must notify the districts in which they are located of their transportation choice by March 1 for existing charter schools and July 1 for charter schools in their first year. Many districts develop bid specifications for their routes for the upcoming school year around March 1. If the districts know they must provide transportation for charter schools, the additional routes can be included in their route bid specification.

The districts determine which days they will provide transportation services and the times buses will arrive in the morning and leave in the afternoon. The charter schools relinquish control over these matters in exchange for to-and-from school transportation services. These are the same rights districts have with nonpublic schools within their districts. Charter schools will have to provide their own transportation if they wish to be in session on the days the districts are not providing transportation services.

The districts are required to transport all resident students attending charter schools within their boundaries, provided the charter school students live an eligible distance from the charter schools. The law provides that districts may transport nonresident students attending charter schools within their boundaries, but they are not required to provide the service.

Charter schools must pay for nonauthorized transportation services. Nonauthorized transportation services include activity trips and field trips. Districts are not required by law to provide this level of service and there is no funding available from the state.

If charter schools choose district-provided transportation, the districts will receive the transportation
portion of the charter schools’ general education basic revenue. The transportation portion is 4.66 percent of the basic revenue amount or $270.54 (for 2014-15). In other words, the general education basic revenue amount for a charter school using district-provided transportation would be $5,535.46 ($5,806 x 4.66 percent = $270.54) ($5,806 - $270.54 = $5,535.46).

Even though charter schools have decided to use district-provided transportation services, they would still be responsible for entering the appropriate Minnesota Automated Reporting Student System (MARSS) transportation code on the student file. Also, the charter schools must provide school bus safety training for their students. Students in kindergarten through third grade must receive school bus safety training twice a year. This is because younger students are more likely to be injured or killed in school bus accidents.

Charter schools should also obtain a copy of the school district’s transportation policy. The policy will contain information on which behaviors are unacceptable on a school bus. Riding a school bus is a privilege and not a right. Students may lose their bus riding privileges for an entire school year if they fail to follow the rules. Charter schools should also review with the districts what steps will be followed if there is an emergency – such as an accident or breakdown.

Charter School Provided Transportation

Minnesota Statutes, section 123B.88 Subdivision 1 provides that students living two miles or more from a charter school must be offered transportation services. It is a local decision whether to transport students who live less than two miles from school.

If the student is eligible for transportation, the charter school must provide it to and from school if requested by the parent or guardian. Charter schools may ask the parents of the students if they would surrender their children’s bus riding privileges. If the parents agree, then the schools would not be required to provide transportation services. The purpose of surrendering bus privileges is to provide a more efficient transportation service. For example, if it is known that a high school student drives himself to school each day, the charter school may ask the parents to surrender the bus service for the student in order to schedule a more efficient route. However, parents cannot be forced to surrender their children’s bus ride. The policy must be flexible enough to allow parents to change their minds if there are unforeseen circumstances that make it impossible for them to drive their children. Charter schools will need some type of written documentation from the parents showing that the parents have surrendered their children’s bus riding privileges.

The use of surrendering transportation privileges may not be used as a means to eliminate the transportation obligation of the charter school. When a charter school does not provide transportation, it discriminates against families who cannot provide their own transportation from attending the school. This is in violation of the school’s requirement to be a public school and part of the state’s public education system. A charter school cannot put pressure on parents to surrender the children’s bus riding privileges.

When a charter school provides their own transportation, they are required to provide transportation within the district in which the charter school is located. Students that live outside the district in which the charter school is located would need to present themselves at a border bus stop in order to get a free ride to school. The charter school is not required, but may go outside the district boundaries to provide transportation. The student’s resident district need not provide or pay for transportation between the pupil’s residence and the district’s border.

Charter schools may charge a fee for to-and-from school transportation services if the students live less than two miles from school. Minn. Stat. §123B.36 Subd. 1 (11). These students cannot be denied access to the transportation services if they are unable to pay the fee. Charter schools may use the income levels
used for the free and reduced-price meal program to determine eligibility for this program. If the families qualify for free or reduced-price meals and live less than two miles from school, they would qualify for a free or reduced-price ride. There is no authority in law for districts to charge a fee for transportation when the students live more than two miles from school.

If a charter school elects to provide transportation outside the district in which the charter school is located, they may charge a fee for only the miles from the student’s home or bus stop to the district boundary. Income levels to determine fees would apply.

**Transportation Policy**

Charter schools should adopt a policy to identify which students are eligible for transportation based on distance and grade level. There is nothing in state law or rule that dictates how a charter school must measure the distance between a student’s home and the school. Each local school board should adopt a policy on where the measurement will start and end. Some suggestions for measuring distance include:

Measure the walking distance on public roadways or walkways using the most direct, safe route. Do not use the route taken by the bus unless it is the most direct, safe route.

Begin measurement at:

- Centerline of street – aligned with normal walkway to the student’s house, or
- Centerline of street – aligned with driveway to house, or
- Property line of lot.

End measurement at:

- Centerline of street in front of school entrance that the child would use if the child walked to and from school, or
- Centerline of street in front of assigned central entrance to the school, or
- School bus loading and unloading area at the school, or
- Property line of school.

In addition, a charter school may transport children who would encounter an extraordinary traffic, drug or crime hazard if they walked. The charter school would determine what conditions would be considered hazardous. Minn. Stat. §123B.92 Subd. 1(2).

**Other Important Points about Transportation**

Charter schools that provide their own transportation may do it in a number of ways. They could:

- Contract with the district in which they are located,
- Contract with another school district,
- Contract with privately-owned school bus companies,
- Contract with the parents of the students,
- Purchase bus passes from a public transit agency, or
- Purchase school buses.

Charter schools that contract for school bus service with a district or a privately-owned company should put the terms of the contract in writing. This will protect the charter schools from any disputes that may arise about the amount to be paid or the level of services that is expected from the district or company.
Some charter schools may decide to contract with the parents. Parents are exempt from having vehicles that comply with school bus regulations when they transport their own children. However, if parents are being reimbursed for their travel and they transport children other than their own, they would have to have their vehicles inspected by the State Patrol. The State Patrol will be looking for such equipment as a fire extinguisher, first aid kit, body fluids clean up kit and warning triangles. In addition, the driver would be required to comply with Type III driver requirements which include safety training, driver’s license check, physical examinations and background checks. The driver may be subjected to drug and alcohol testing depending on the charter school’s policy.

Purchasing passes from a public transit agency may also be a method charter schools may use to get students to and from school. Usually this is only recommended for secondary-age students. School districts cannot control the other individuals who ride the public transit buses with the children and younger children may not know how to handle some situations.

Charter schools may purchase school buses. However, there are many issues that charter schools need to consider before doing this. Issues include:

- Storage. Is there a garage or locked yard available for storage? Will the buses be parked on the street? Is street parking permissible in the area?
- Maintenance. Where will the oil be changed, the brakes repaired or where will other general repairs be made?
- Driver Training. Who will provide training for the school bus drivers?
- Federally-Mandated Drug Testing. Who will do the drug testing? Any individual with a Commercial Driver’s License (CDL) must be tested for drugs. Any driver of a vehicle that seats 15 or more persons must have a CDL.
- Liability Insurance. Liability insurance rates have increased significantly in recent years. Be sure to factor in insurance costs in the budget
- Cost of a Bus. The average cost of a new bus is approximately $70,000. Charter schools should contact school districts that are trading in school buses to see if there are good, used buses available for a much lower cost.

There may be occasions when charter schools will use vans to transport students instead of school buses. Only vans with a manufacturer’s rated seating capacity of 10 persons or less can be used to transport students. Larger vans have weaker sidewalls and can roll over easily. Therefore, the larger vans cannot be used to transport students in Minnesota. Even though van drivers are not legally required to undergo the federally-mandated drug testing, most districts require any individual transporting students to participate in the drug-testing program.

Before a vehicle can be used to transport students, it must be inspected by the State Patrol. Vehicles that fail the inspection cannot be used until all defects have been repaired.

When charter schools provide their own transportation, they will collect the entire general education basic revenue amount – or $5,806. This amount includes the transportation portion.

Charter schools may receive additional funding if they transport students with disabilities on special bus routes. In order to qualify for this funding, the students with disabilities must have transportation listed as a related service on the Individualized Education Program (IEP). The expenditures reported will be funded in the current year at approximately 85-90 percent in the regular special education formula.

Charter schools providing their own transportation will be required to complete the year-end pupil
transportation annual report showing the number of buses used to transport students and the annual mileage. Transportation expenditures will be reported on the Uniform Financial Accounting and Reporting Standards (UFARS) data submission. The number of students transported will be reported on the Minnesota Automated Reporting Student System (MARSS) data submission.

**Mileage Reimbursement Program**

Students from low-income families attending a charter school under Minnesota Statutes, section 124D.10 may qualify for some mileage reimbursement.

This program is also available to districts or charter schools that choose to provide out-of-district transportation on a fee basis. The district or charter school can be reimbursed only for the transportation costs of those students who qualify as members of low-income families. Districts and charter schools are eligible for 15 cents per mile per eligible student.

**View copies of the forms and instructions.**

http://education.state.mn.us/MDE/SchSup/SchFin/Trans/Res/index.html.

There are three forms. The income levels for the school year can be found on the second page of the Monthly Transportation Reimbursement Request.

**Questions**

If you have any questions about the transportation program, contact Kelly Wosika in the Division School Finance, Pupil Transportation at 651-582-8855 or kelly.wosika@state.mn.us.
TRANSPORTATION OF STUDENTS EXPERIENCING HOMELESSNESS

The McKinney-Vento Homeless Assistance Act (federal law) requires school districts to provide students experiencing homelessness, including unaccompanied youth, with transportation to and from their school of origin if requested by the parent, guardian, or homeless education liaison. School of origin is defined as the school the student attended before they lost their housing.

Transportation Responsibility

The district that enrolls the homeless student will be responsible for the transportation. For charter schools, the district or charter school currently providing transportation for all other students must provide transportation for the student experiencing homelessness. For cooperative and intermediate school districts, the resident district is responsible for providing transportation. These statements are true even when the student is living at a location outside the district where the school of origin is located. Transportation responsibility for students experiencing homelessness can be found in Minnesota Statutes, section 120A.20, Subdivision 2 (c).

Transportation could be provided by:

- Rerouting regular school bus routes past shelters, motels and other places where students live.
- Using existing routes such as those set up to serve special education programs, desegregation programs or nonpublic schools.
- Contracting with the parent or guardian of the child.
- Issuing public transit passes.
- Using a taxi service.
- Contracting with other districts.
- Collaborating with other public agencies.

Transportation Funding

The cost of transporting students experiencing homelessness will be recorded in Finance Dimension 728, Special Transportation of Selected Students, on the year-end Uniform Financial Accounting and Reporting Standards (UFARS) report. This includes students with Individual Education Programs (IEP) that do not require special transportation and students without an IEP. For students that have IEPs that require special transportation accommodations, record the transportation expenditures in UFARS Finance Dimension 723, as Finance Dimension 723 prevails over 728. Costs reported in both finance dimensions are funded through the special education transportation formula which is funded in the current year. When a student is transported on a regular bus route and the regular bus route does not have any special accommodations, the cost of the service should be recorded in Finance Dimension 720, Regular, on the year-end UFARS. (Minn. Stat. § 123B.92, Subd. 1 (b) (1) and (4)).

Formerly Homeless Students

School districts that elect to transport a formerly homeless student from his or her permanent home in another district to the school of origin can claim this transportation cost under Finance Dimension 728 on the year-end UFARS report. It is implied in federal law that when the student has a permanent residence the student should be transported through the end of the school year. This prevents problems of forcing the student to change schools during a school year. The average homeless student attends three to four schools in one year. Statistics show that students who change schools often have lower test scores and lower overall academic performance than students who do not change schools.
Other Important Points about Transportation

Students have the right to enroll in a school immediately so transportation services may have to be arranged quickly. It is important that there is regular communication with the district’s transportation office and/or the other district’s Homeless Education Liaison and transportation office.

Students can stay in their school of origin the entire time they are homeless. This may be longer than one academic school year.

Students must receive transportation services comparable to those provided other students. For example, districts providing late activity bus service for resident (housed) students must also provide this level of service for students experiencing homelessness.

The cost of transporting a child who does not have a school of origin to the same school attended by that child’s sibling, if the siblings are homeless, may be claimed under Finance Code 728.

Students who have been identified as homeless may have their bus ride privileges revoked. Under state law, transportation to school is not a right, but a privilege which may be revoked for violations of school bus rules (Minn. Stat. § 121.59). This provision of state law applies to all students including students who have been identified as homeless. There are some conditions that limit a revocation of this privilege, for example if transportation is a related service in the student’s IEP.

A district should have a school board policy on the procedure when a student who is provided homeless transportation does not ride (no-loads). The policy and procedures should address further action to be taken by the bus driver. The district transportation office staff and homeless liaison should be notified of any instances where this occurs, to be able to follow up and prevent future problems.

Students may be provided late activity or extra-curricular transportation in order for the student to participate in classes, programs or events other than general education, for example athletics. The availability of transportation to these types of activities may help keep the child’s education stable during homeless situations. The cost for late activity and extra-curricular transportation for students experiencing homelessness is eligible under UFARS Finance Code 728. Title I set-aside funds may be available for incidental expenditures, like bus passes.

Students initially placed in the foster system in Minnesota may meet the McKinney-Vento definition of homeless until the required court hearings have been completed and the student is formally placed into permanent foster care. Each district’s and charter school’s homeless liaison needs to interview these families and students to make the actual determination.

Other Important Information about Student Transportation in Minnesota

It is illegal to use a vehicle with a seating capacity of more than 10 persons to transport students unless the vehicle meets school bus construction requirements (yellow in color, stop arm, flashing lights, etc.). In other words, large vans (greater than 10 persons) cannot be used to transport students to and from school or on school-related trips in Minnesota because they do not meet school bus construction requirements.

The State Patrol must inspect most vehicles before they are used to transport students. The exceptions are parents transporting their own children, taxis if used occasionally, public transit buses, and any vehicle used to transport a student in an emergency situation (sick child home from school).
Questions

If you have questions about transportation requirements, contact Roberto Reyes, Federal Programs and Services, at 651-582-8302 or Roberto.reyes@state.mn.us. You may also contact Kelly Wosika, School Finance at 651-582-8855 or kelly.wosika@state.mn.us.
TRANSPORTING STUDENTS WITH DISABILITIES

The transportation of students with disabilities can be very complex. Questions often arise on which district is responsible to provide transportation – especially when students are placed in foster care or residential programs in other school districts. Also, district staffs often ask whether students with disabilities can lose their bus riding privileges.

The Special Education Transportation Committee is a resource for individuals interested in learning more about transportation of students with disabilities. The meetings are open to anyone and are held on the third Wednesday each month. Contact Kala Henkensiefken, Transportation Coordinator Brainerd Schools at 218-464-6920 or kala.henkensiefken@isd181.org if you are interested in attending these meetings.

Districts should also be aware of the additional training requirements for drivers of students with disabilities. Minnesota Rule 7470.1700 requires that the drivers and aides must:

- Be instructed in basic first aid and procedures for the pupils under their care; and
- Within one month after the effective date of assignment, participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of pupils with disabilities.

Minnesota Statutes, section 169.4504 lists additional Minnesota school bus construction standards that apply to specially equipped school buses. For example, all vehicles used to transport disabled students must be equipped with a two-way communication system. Questions about equipment requirements should be directed to your local school bus inspector.

A Reference Guide to Transporting Students with Disabilities and Special Transportation for Selected Students in Minnesota is available on the MDE web site: http://education.state.mn.us/mdep/prod/idcplg?IdcService=GET_FILE&dDocName=002384&RevisionSelectionMethod=latestReleased&Rendition=primary

The Reference Guide provides information on the differences between special education transportation and special transportation. Special education transportation is required adaptations or accommodations by the student’s IEP/IFSP/IIIP. The expenditure is eligible for inclusion in Finance Dimension 723. Special transportation is required transportation as an accommodation or adaptation of a 504 Plan, or transportation to care and treatment facility or for students who are experiencing homelessness. This expenditure is eligible for inclusion in UFARS Finance Dimension 728.

The Reference Guide contains sections on frequently asked questions, situations of who is responsible for transportation and how special education and special transportation it is funded. The Reference Guide also includes a glossary of terms and a simplified flow chart on MARSS coding.
The Office of the Legislative Auditor (OLA) conducted a program audit on student transportation in 2008. OLA found that school districts vary significantly in how they provide, manage and oversee student transportation. OLA recommended that MDE develop and distribute best practices on student transportation and a model contract for districts to use. The audit can be viewed online at http://www.auditor.leg.state.mn.us/ped/2008/studenttrans.htm

MDE staff worked in cooperation with the Department’s Transportation Issues Committee to respond to the OLA recommendations. Through two groups and MDE’s review the attached documents were developed. The Best Practices for Student Transportation provides an outline of oversight issues school districts should consider while administrating their student transportation programs. The Model Contract is for school districts to consider when entering into a transportation contract. These documents are available on MDE’s Website at: http://education.state.mn.us/MDE/SchSup/SchFin/Trans/index.html

While both these documents provide guidelines for districts to use, they are not mandated in statute.
STATE SCHOOL BUS PURCHASE PROGRAM

School districts can purchase school buses through the State School Bus Purchase Program. Districts can purchase the chassis and body separately for Type C buses (35 to 77 passenger) or the chassis and body as an integrated unit. Type D school buses (47 to 84 passenger) must be purchased as an integrated unit. The program also includes the handicapped-equipped bus. Districts may dispose of currently owned buses through the trade in process.

In order to participate, a school district must be a member of the Cooperative Purchasing Venture (CPV) of the Department of Administration’s Materials Management Division.

There are many advantages in using this program. They include:

■ **No Writing of Bid Specifications**: The bid specifications were already developed based on current requirements in statute and rule. The vendors’ vehicles included in this program comply with these requirements.

■ **No Advertising of Bids**: The state has already done the advertising for districts. Districts will no longer have to pay for advertising costs.

■ **Choice of Bus Makes and Options**: The state contract was awarded to multiple vendors. Districts will be able to choose the chassis and body makes they wish and will be able to add options.

■ **CPV Membership Advantages**: Members can purchase automobiles, copiers, computers, furniture, etc., in addition to school buses. If you are not a member now but wish to join, contact Materials Management Division, at 651/201-2404, or, find an application at [www.mmd.admin.state.mn.us/cpv2.htm](http://www.mmd.admin.state.mn.us/cpv2.htm).

School districts can obtain information on the bus chassis and bodies currently available through this program by visiting the Department of Education web site—[http://education.state.mn.us](http://education.state.mn.us). Select School Support/School Finance/Transportation/School Bus Purchasing. Please read the "Minnesota State School Bus Purchasing Program" document for more information on this program.
CONTRACTING FOR TRANSPORTATION

Minnesota Statutes, section 123B.52 gives districts different options on how they can contract for transportation services. Below is a summary of the different contracting methods. Part of this information was obtained from a letter from Attorney General Mike Hatch to a metropolitan school district.

Competitive (Sealed) Bids

Standard requirement price contracts, as described in Minnesota Statutes, section 123B.52, subd. 1, are contracts for goods or services purchased by a district which must be established by competitive bidding. These contracts may contain escalation clauses that provide for a negotiated price increase or decrease based upon a demonstrable industry-wide or regional increase or decrease in a contractor’s cost. An escalation clause in a transportation contract, for example, may be triggered because of the price fluctuations of gasoline or diesel fuel for the contractor’s buses. Under Minnesota Statutes section 123B.52, subd. 1, the term of a standard requirement price contract is limited to two years with a renewal option for an additional two years. These contracts must be awarded to the lowest responsible bidder after taking into consideration conformity with the specifications and other conditions imposed in the call for bids.

If the estimated work or services exceed the specified amounts in Minnesota Statutes, section 471.345, subd. 3, (contracts over $50,000) the school board must advertise for bids by two weeks’ published notice in the official newspaper. This notice must state the time and place of receiving bids and contain a brief description of the subject matter. Other details on this type of contracting are spelled out in this subdivision.

Direct Negotiation

Minnesota Statutes, section 123B.52, subd. 3, provides an exception to the competitive bidding process. Under this subdivision, contracts for the transportation of school children may be made by direct negotiation. This subdivision contains no language requiring the term of the contract to be limited. Accordingly, the term of the contract may be what is reasonable based upon the particular circumstances of each contract.

This provision provides that at least 30 days before awarding a directly negotiated contract, the district must, by published notice, request quotations for the service to be provided. Quotations must be kept on file for one year after receipt and are considered public information.

Performance Bonds

The local school board determines whether the school bus contractor(s) should provide a performance bond and at what amount.
LEASING SCHOOL BUSES

Districts may lease vehicles for student transportation. Leases are categorized as either capital leases (installment purchase) or as operating leases. The lessee must determine into which category a lease is classified to determine appropriate accounting treatment and when it is reported to MDE for bus inventory.

Capital Lease

A lease agreement is categorized as a capital lease if it meets any one or more of the following criteria:

1. Ownership is transferred to the lessee by the end of the lease term.
2. The lease contains a bargain purchase option (less than fair market value).
3. The lease term is equal to or greater than 75% of the estimated economic life of the leased property. If the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the leased property, including earlier years of use, this criterion is not used for purposes of classifying the lease.
4. The present value of minimum lease payments for the term of the lease, excluding the portion representing executory costs, including any profit thereon, equals or exceeds 90% of the excess of the fair value of the property to the lessor at the inception of the lease over any related investment tax credit retained by the lessor and expected to be realized. A lessee shall compute the present value of the minimum lease payments using the lessee’s incremental borrowing rate unless it is practicable for the lessee to learn the implicit rate computed by the lessor and the implicit rate computed by the lessor is less than the lessee’s incremental borrowing rate. If both of those conditions are met, the lessee shall use the implicit rate. As in criteria 3, if the beginning of the lease is within the last 25% of economic life, this criterion is not used.

With a capital lease the district acquires the title of ownership when the lease is signed. Coding for capital lease installments should be reported in UFARS under Finance Code 302 or 000 or 733 and Object Code 535, Capital Leases. Capital lease expenditures are not eligible to be reported in UFARS under Finance Code 723.

Vehicles acquired through a capital lease, are added to the bus inventory at the time of the initial capital lease agreement by submitting a transaction form to MDE. If the vehicle is used primarily for transporting special education students the vehicle can be added to Special Education Bus Inventory to generate depreciation aid. The net cost to be used on the form should be the total amount of all installments due for the entire term of the lease agreement.
Operating Lease

A lease is classified as “operating” when none of the 4 criteria for a capital lease are met. Operating lease costs are reported in the appropriate transportation categories based on the number of miles, hours or routes the vehicle was used in that category. Use Object Code 370 to indicate it was for an operating lease. Operating lease costs are eligible to be reported in UFARS under Finance Code 723.

If an operating lease agreement includes a buy out option at the end of the lease the following guidance is followed:

- The rental agreement must be fair and reasonable.
- No part of the rental payment applies toward the purchase price.
- The option to purchase is not compulsory.
- If the district chooses to purchase the vehicle, the purchase price is based on the fair market value at the time of purchase.

If an optional purchase occurs at the end of an operating lease, the purchase price is coded to Fin Code 302 or 000 or 733 with Object Code 548 Pupil Transportation Vehicles. Vehicle purchases may not be reported under Finance Code 723.

Once the district has the title of ownership after the optional purchase, the district may put the vehicle on the bus inventory by submitting a transaction form to MDE. Use form ED-00186-12 for Regular buses and ED-01658-10 for Type III vehicles. If the vehicle is used primarily for transporting special education students the vehicle can be added to the Special Education Bus Inventory to generate depreciation aid. Use form ED-02387-03 for Special Education Regular buses and ED-02388-03 for Special Education Type III vehicles. The net cost reported on the form should be the purchase amount. The purchase price under an operating lease agreement with an option to purchase at the end of the lease should be the fair market value of the vehicle.

Federal Funds

Federal IDEA (Individuals with Disabilities Act) funds may be used to pay for either a capital lease or operating lease with prior approval from the Division of Program Finance, Special Education Funding Team. Requests for approval should come from the director of special education and the superintendent. If a leased vehicle is purchased with IDEA funds, the disposition or selling of the vehicle is subject to the Federal Inventory Management Act (EDGAR 80.32c).

Documents on Our Website

Districts may obtain the forms necessary to report purchases or disposals of school buses by visiting our website at: http://education.state.mn.us/mde/index.html Select School Support/School Finance/Transportation/Resources
WIDE AREA TRANSPORTATION SERVICES (WATS)

The Wide Area Transportation Services project is a system that uses computerized routing software to coordinate transportation services across attendance or district boundaries for students participating in low-incidence programs. The need for this project arose when it was observed that many districts were sending school buses with only one or two student passengers to jointly-offered programs. School district staff did not have the time or resources (i.e., a computerized metropolitan-wide map) to coordinate a routing system among districts. The 1995 and 1997 Minnesota Legislatures appropriated money to purchase the software necessary to operate this project.

The goals of this project include:

- Saving school districts money by sharing the cost of routes,
- Providing more opportunity for students to enroll in choice programs, and
- Ensuring the safety of children by providing the safest form of transportation possible.

The WATS project has been operating in the entire Twin Cities metropolitan area since the 1997-98 school year. During the 2003-04 school year, WATS transported 1,385 students to 64 different schools in 8 different school districts. Most of the students are from Minneapolis and are attending suburban districts under the Choice is Yours program – an interdistrict desegregation/integration program. The 1,385 students include 203 open enrollment students and 26 homeless students.

Opportunities for Greater Minnesota

School districts in Greater Minnesota may find opportunities to share bus routes – especially if they transport students to cooperatives. Anytime the cost of a bus route can be shared among districts, the greater the savings for the school districts. An employee of the cooperative or other regional entity could coordinate the transportation services for the participating school districts.

Other districts in Greater Minnesota has started studying ways they could share bus terminals, supply expenses, etc., in an effort to save money on transportation services. Bulk purchasing by school district, city, and county government units may also present opportunities for school districts to save money.

Legislation was introduced during the 2004 Legislative session that would give grants to school districts to find ways to cooperate including cooperating on transportation matters. This issue may be revisited during future legislative sessions.
MINIMIZING STUDENTS’ EXPOSURE TO SCHOOL BUS DIESEL EXHAUST

Minnesota Statutes, section 123B.885 provides that operators of diesel school buses must minimize, to the extent possible, the idling of school bus engines and exposure of children to diesel exhaust fumes.

In addition, by July 1, 2003, diesel school buses must be parked and loaded at sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems, unless, in the judgment of the school board, alternative locations block traffic, impair student safety or are not cost effective.

According to the American Council of Science and Health (ACSH), diesel exhaust has been associated with a small increase in lung cancer risk in some epidemiological studies involving occupational exposures. Typically, occupational diesel exhaust exposures are far greater than ambient exposures to which children would likely be exposed. The ACSH knows of no published studies that link non-occupational exposure to diesel exhaust with increased cancer risk.

However, school districts must continue to work to ensure that the safety of their students is held to the highest standard. It may be unsafe to move school bus loading and unloading areas to a site farther from the school. Also, districts may not have sufficient resources to change the air-intake systems on their school buildings. The Environmental Protection Agency has outlined some steps districts can take to reduce diesel pollution. They are:

1) “When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart.

2) “If buses need the engine to run the flashing lights, consider changing the circuit configurations so that the flashing lights can be powered by the battery without the engine running.

3) “At school bus depots, limit the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3 to 5 minutes). In colder climates, block heaters, which plug into electrical outlets, can help warm the engine to avoid starting difficulties and shorten warm-up time.

4) “In the winter, provide a space inside the school where bus drivers who arrive early can wait.”

In addition, a school district may want to shut the building air-intake systems down during the loading and unloading process. The air-intake systems may have to remain closed for a period of time after the buses leave to ensure that any diesel exhaust in the area has dissipated.

These steps will lessen the students’ and drivers’ exposure to diesel exhaust and will keep the loading and unloading process safe. There will be an economic benefit also because of the reduced fuel consumption as a result of less idling.
SCHOOL BUS SAFETY TRAINING FOR STUDENTS

Minnesota Statutes, section 123B.90, states that school districts must provide school bus safety training for public school students in kindergarten through tenth grade. The age-appropriate training must take place in both the classroom and on the school bus (i.e., evacuation drills).

Students in grades kindergarten through six, enrolled during the first or second week of school, must receive school bus safety training by the end of the third week. Students in grades seven through ten must receive school bus safety training or school bus safety instructional material by the end of the sixth week of school if they have not received training while in grades kindergarten through sixth. All students who enroll in school after the second week of school must receive training within four weeks if they have not received training at their previous school.

Districts must provide students in kindergarten through grade three with school bus safety training twice a year. Accident statistics show that students in these grades are more likely to be killed or injured in a school bus accident. It is important that the younger students be reminded about the safety rules.

Students taking driver’s training instructional classes must receive training in the laws and proper procedures when operating a motor vehicle in the vicinity of a school bus.

The school bus safety training must cover the following concepts:

1) transportation by school bus is a privilege and not a right;
2) district policies for student conduct and school bus safety;
3) appropriate conduct while on the school bus;
4) the danger zones surrounding a school bus;
5) procedures for safely boarding and leaving a school bus;
6) procedures for safe vehicle lane crossing; and
7) school bus evacuation and other emergency procedures;

School districts may provide kindergarten students with safety training before the first day of school. This may be done during kindergarten roundup or through a safety bulletin directed to parents and guardians. Also, a school district must make reasonable accommodations for school bus safety training for students known to speak English as a second language and students with disabilities.

Each nonpublic school located within a district must provide nonpublic school students enrolled in grades kindergarten through ten who are transported by school bus at public expense with school bus safety training. Upon request the principal or other chief administrator of the nonpublic school must certify to the public school transportation safety director of the district in which the nonpublic school is located that all of the school’s students transported by school bus at public expense have received training.

Each school district is required to have a written transportation policy. As part of the school district’s written transportation policy, a school district must develop rules governing student conduct on a school bus and in school bus loading and unloading areas. If a student does not follow the rules, the student could
lose his or her bus riding privileges. Remember, in Minnesota, riding a school bus is a privilege and not a right. Parents would be required to transport their child if this happens. If the student has a disability, consideration must be given to the type of disability and whether the disability contributed to the student’s misbehavior.

Although there isn’t any specified method or form that a school district must use to document a student’s school bus safety training, it is recommended that records be kept about the training. This documentation may reduce a district’s liability if there is an accident involving the student and the district can prove that the student received school bus safety training.

Upon request the district’s school transportation safety director must certify to the Superintendent of Schools that all students transported by school bus within the district have received school bus safety training.
STOPPING FOR A SCHOOL BUS

Motorists are often unclear about whether or not to stop for a school bus with flashing red lights and an extended stop arm. Following is a review of the school bus stop laws.

Flashing Yellow Lights

Flashing yellow lights will be activated at least 100 feet before a school bus stops in a speed zone of 35 mph or less, and at least 300 feet before it stops in a speed zone of more than 35 mph. The flashing yellow lights (at the top of the bus) warn the motorists that the school bus is about to stop to either load or unload children. It is against the law to pass on the right side of the school bus while it is displaying red or yellow flashing lights.

Flashing Red Lights

Flashing red lights warn motorists that the school bus is loading and unloading students. When a school bus is stopped with its red lights flashing and its stop arm extended, you must stop your vehicle at least 20 feet from the bus. Oncoming traffic, and motorists approaching the bus from behind, may not move until the stop arm is retracted and the red lights are no longer flashing. You are guilty of a misdemeanor if you break either of these laws. The penalty for this violation is a fine of not less than $300, and your driver’s license may be suspended.

Exception for Separated Roads

You are not required to stop for a school bus with its red lights flashing if it is on the opposite side of a road that is separated by a safety isle or safety zone. The safety isle or safety zone includes a grass median or cement barriers.

Passing a School Bus

It is illegal to pass a school bus on the right side when its red lights are flashing and its stop arm is extended. It is also illegal to pass a school bus on either side when one or more children are outside of the bus, red lights are flashing, and the stop arm is extended. A law enforcement officer with probable cause to believe a driver has violated this law may arrest the driver within four hours of the violation.

Vehicle Owner May Be Penalized

When a vehicle is used to violate the school bus stop arm law, the owner or lessee of the vehicle is guilty of a petty misdemeanor. However, if the owner or lessee of the vehicle can prove that another person was driving the vehicle at the time of the stop arm violation, the driver – not the owner or lessee – will be charged with the violation.

When you apply for a driver’s license, you must certify, by signing the application, that you understand that you must stop for a school bus and are aware of the penalties for violating this law.

MINNESOTA STATUTES AND RULES
PERTAINING TO THE PUPIL TRANSPORTATION PROGRAM

This reference is provided by the Minnesota Department of Education as a service to its Website users. Please refer to the Office of the Revisor of Statutes Website http://www.revisor.leg.state.mn.us/stats for more current statutory reference numbers and the full text of the statues or rules.

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<td>General Transportation Issues</td>
<td>Kelly Wosika, MDE</td>
<td>651/582-8855</td>
<td><a href="mailto:kelly.wosika@state.mn.us">kelly.wosika@state.mn.us</a></td>
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<td>School Bus Driver Training</td>
<td>LT Brian Reu, DPS</td>
<td>651/405-6047</td>
<td><a href="mailto:brian.reu@state.mn.us">brian.reu@state.mn.us</a></td>
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<td>SGT Duane Bartels, DPS</td>
<td>651/260-2223</td>
<td><a href="mailto:duane.bartels@state.mn.us">duane.bartels@state.mn.us</a></td>
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<td>LT Brian Reu, DPS</td>
<td>651/405-6047</td>
<td><a href="mailto:brian.reu@state.mn.us">brian.reu@state.mn.us</a></td>
</tr>
<tr>
<td></td>
<td>SGT Duane Bartels, DPS</td>
<td>651/260-2223</td>
<td><a href="mailto:duane.bartels@state.mn.us">duane.bartels@state.mn.us</a></td>
</tr>
<tr>
<td>School Bus Driver License Requirements</td>
<td>DPS - Driver License Office</td>
<td>651/297-5029</td>
<td><a href="mailto:motor.vehicles@state.mn.us">motor.vehicles@state.mn.us</a></td>
</tr>
<tr>
<td></td>
<td>LT Brian Reu, DPS</td>
<td>651/405-6047</td>
<td><a href="mailto:brian.reu@state.mn.us">brian.reu@state.mn.us</a></td>
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<td><a href="mailto:duane.bartels@state.mn.us">duane.bartels@state.mn.us</a></td>
</tr>
<tr>
<td>School Bus Operating Requirements</td>
<td>LT Brian Reu, DPS</td>
<td>651/405-6047</td>
<td><a href="mailto:brian.reu@state.mn.us">brian.reu@state.mn.us</a></td>
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<td>651/260-2223</td>
<td><a href="mailto:duane.bartels@state.mn.us">duane.bartels@state.mn.us</a></td>
</tr>
<tr>
<td>Student School Bus Safety Training</td>
<td>Kelly Wosika, MDE</td>
<td>651/582-8855</td>
<td><a href="mailto:kelly.wosika@state.mn.us">kelly.wosika@state.mn.us</a></td>
</tr>
<tr>
<td>Transportation Reporting</td>
<td>Kelly Wosika, MDE</td>
<td>651/582-8855</td>
<td><a href="mailto:kelly.wosika@state.mn.us">kelly.wosika@state.mn.us</a></td>
</tr>
<tr>
<td>Transportation Funding -Nonpublic School Students and Integration/Desegregation</td>
<td>Greg Sogaard, MDE</td>
<td>651/582-8858</td>
<td><a href="mailto:greg.sogaard@state.mn.us">greg.sogaard@state.mn.us</a></td>
</tr>
<tr>
<td>Transportation Funding -Public School Students</td>
<td>Bob Porter, MDE</td>
<td>651/582-8851</td>
<td><a href="mailto:bob.porter@state.mn.us">bob.porter@state.mn.us</a></td>
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<tr>
<td>Transportation Funding -Special Needs Students</td>
<td>Mike Landers, MDE</td>
<td>651/582-8810</td>
<td><a href="mailto:mike.landers@state.mn.us">mike.landers@state.mn.us</a></td>
</tr>
<tr>
<td>WEB ADDRESSES</td>
<td>INFORMATION AVAILABLE</td>
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<td></td>
</tr>
<tr>
<td>1 <a href="http://education.state.mn.us">http://education.state.mn.us</a></td>
<td>Forms, Resources, School Bus Purchasing Statistics, Issues Study Committee</td>
<td></td>
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</tr>
<tr>
<td>Click on School Support/School Finance/Transportation.</td>
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<tr>
<td>2 <a href="http://education.state.mn.us">http://education.state.mn.us</a></td>
<td>Uniform Financial Reporting and Accounting Standards (UFARS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow the steps above, but click on &quot;Financial Management&quot; instead of Transportation.</td>
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<tr>
<td>3 <a href="http://education.state.mn.us">http://education.state.mn.us</a></td>
<td>Minnesota Automated Reporting Student System (MARSS)</td>
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<td>Follow the steps above, but click on &quot;MARSS/Student Accounting&quot; instead of Transportation.</td>
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<tr>
<td>School Bus Safety website</td>
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<tr>
<td>5 <a href="http://www.leg.state.mn.us">http://www.leg.state.mn.us</a></td>
<td>Statutes, Session Laws, and Rules Legislation</td>
<td></td>
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</tr>
<tr>
<td>6 <a href="http://www.crh.noaa.gov/crh/">http://www.crh.noaa.gov/crh/</a></td>
<td>Weather Information</td>
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<tr>
<td>7 <a href="http://www.dot.state.mn.us">http://www.dot.state.mn.us</a></td>
<td>Getting Around</td>
<td></td>
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</tbody>
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